



STUDENT SCHOLARSHIP UNIT  
FINANCE DIVISION

APPLICATION FOR CERTIFICATION LETTER

Name : \_\_\_\_\_

Matric no : \_\_\_\_\_ Passport/IC No.: \_\_\_\_\_

Phone No : \_\_\_\_\_ Email : \_\_\_\_\_

Country : \_\_\_\_\_ Programme : \_\_\_\_\_

Gender : \_\_\_\_\_ Religion : \_\_\_\_\_

Sponsorship/Loan : \_\_\_\_\_

Date of enrolment : \_\_\_\_\_ Latest of CGPA : \_\_\_\_\_

Expected to Graduated : \_\_\_\_\_

Address of letter : \_\_\_\_\_

**FULL ADDRESS OF THE  
ORGANIZATION (e.g: yayasan  
Taqwa, MAIWP, Zakat  
Selangor)**

**Not your home address.**

Reason of Application : \_\_\_\_\_

Date of Request : \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Signature: \_\_\_\_\_

1. Please complete the information correctly before submitting the form to Student Financial Unit; otherwise the letter will not be issued.
2. If you want to address the letter to an organization or embassy, please mention the name of the organization or the embassy clearly.
3. The letter will be ready within three (3) working days after the request.
4. Please take notes that application for the certification letter will be issued up to two (2) copies ONLY. Those student who wish to have more a letter "TO WHOM IT MAY CONCERN" will be issued.

.....For office use only.....

Remarks : \_\_\_\_\_

Date ready : \_\_\_\_\_ Prepared by : \_\_\_\_\_